DOCUMENT RESUME

ED 199 559 CE 028 508

TITLE	Bibliography of Bilingual Materials for Career/Vocational Education. A List of BESC Library Holdings.
INSTITUTION	Bilingual Vocational Education Project, Arlington Heights, Ill.
SPONS AGENCY	Illinois State Office of Education, Springfield. Div. of Adult Vocational and Technical Education.
PUB DATE	Feb 80
CONTRACT	R-20-60-C-27-10-180
NOTE	71p.: Not available in paper copy due to small print.
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Bilingual Education; *Career Education; Career Exploration; Citations (References); Educational Assessment; *Educational Resources; *English (Second Language); *Instructional Materials; Library Collections; Postsecondary Education; Resource Materials; Secondary Education; *Vocational Education
IDENTIFIERS	*Bilingual Materials; *Limited English Speaking

ABSTRACT

This bibliography of career- and vocational education-related resources is designed for use by secondary and postsecondary counselors, vocational instructors, and English-as-a-second-language teachers working with limited English proficiency students. The bibliography is divided into five sections beginning with a section which contains materials for career exploration and pre-employment skill development. Section 2 lists vocational training materials which can be used as basic texts or as supplementary bilingual resources. Also included are materials which provide curriculum guides and task analyses of various occupations. The third section identifies materials designed to facilitate the development of language related to the world of work. It includes vocational English tests, technical dictionaries/glossaries and other second-language tools. Section 4 lists professional reference readings covering topics such as cross-cultural counseling, bilingual vocational training, vocational English as a second language, and minorities in the labor market. The final section provides the titles of bibliographies of additional resources including assessment instruments. The bibliography concludes with a listing of publishers and distributors. (LRA)

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BIBLIOGRAPHY OF BILINGUAL MATERIALS FOR CAREER/VOCATIONAL EDUCATION
A List Of BESC Library Holdings

Prepared by:

Bilingual Vocational Education Project
500 South Dwyer Avenue
Arlington Heights, Illinois 60005

Revised February, 1980

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CE028508

ABSTRACT

Title: Bibliography of Bilingual Materials for Career/ Vocational Education—A List of BESC Library Holdings. Revised February, 1980.

Complier: Bilingual Vocational Education Project
Jeanne López-Valadez, Project Director

This bibliography represents career and vocational education related holdings from the various library collections at the Bilingual Education Service Center. It is designed for use by counselors, vocational instructors and ESL teachers working with limited English proficiency students. Among the materials listed are titles related to:

— career education

— vocational training

— vocational ESL

— cross cultural counseling

— assessment

Instructional as well as professional reference resources are provided. A list of publishers and distributors is also included.

INTRODUCTION

The Bilingual Vocational Education Project (BVEP) is a support services project committed to assisting professionals and community members to improve the quality of vocational education, especially as it relates to the needs of the limited or non-English speaking person. An integral part of the services provided by BVEP is the maintenance of a resource collection of multilingual instructional and professional reference materials.

The BVEP collection is housed at the Bilingual Education Service Center Library. Other collections forming part of this library include: the Statewide ESL/AE Service Center-Illinois collection, the Illinois and Midwest Resource Centers' bilingual collection, and the Indochinese Consortium collection. The library's resources are available for circulation or in-house use to library card-holders of designated programs.

This bibliography represents holdings from the various library collections pertaining to career/vocational education. As such, the enclosed titles are not an exhaustive list of existent resources but rather a selective sampling of both teacher-made and commercially available materials. These resources are primarily for use with secondary and post-secondary level students. Professional reference materials to assist educators working with limited English proficiency persons are also included. Although materials in BVEP's collection were previewed for applicability, inclusion or exclusion in this bibliography should not imply any positive or negative comment on the value of any material.

User's Guide:

The bibliography has been divided into five sections. Section I—contains materials for career exploration and pre-employment skill development. Section II—lists vocational training materials which can be used as basic texts or as supplementary bilingual resources. Also included are materials which provide curriculum guides and task analysis of various occupations. Section III—identifies materials designed to facilitate the development of language related to the world of work. It includes vocational English texts, technical dictionaries/glossaries and other second language tools. Section IV—lists professional reference readings covering topics such as: cross-cultural counseling, bilingual vocational training, vocational ESL and minorities in the labor market. These articles and books are useful in proposal writing, program planning and staff development. Section V—provides the titles of bibliographies of additional resources including assessment instruments. The bibliography concludes with a listing of publishers and distributors.

TABLE OF CONTENTS

I. Career Awareness Resources 1

A. English-Only Materials 1

B. Native Language/Bilingual Materials 9

II. Pre-Vocational and Vocational Resources 17

A. Agricultural Occupations 17

B. Business, Marketing and Management Occupations . . 17

C. Health Occupations 21

D. Home Economic Occupations 22

E. Industrial Occupations 24

III. Vocational English as A Second Language (VESL) and Language Resources 35

A. VESL-English Only 35

B. Bilingual Materials 43

C. Dictionaries 44

IV. Professional References 47

V. Bibliographies 57

Publishers 59

I. CAREER AWARENESS RESOURCES

A. ENGLISH-ONLY MATERIALS

Application Forms. Piltch. Phoenix, AZ: Frank E. Richards Publishing Co., Inc. 1972.

Cars Kit: Combining Activities with Real Experience. (Revised Edition.) Developed by Diane Blair for the Illinois Office of Education, Department of Adult, Vocational and Technical Education, Research and Development Section. Springfield, IL: Illinois Office of Education. Level: High School.
This kit contains individualized packages of work-related activities in 67 topical areas. Each area contains six instructional options which vary in reading difficulty. A number of case studies dealing with work attitudes are also included.

Career Canasta. Niles, IL: Developmental Learning Materials. 1977. (no language) Level: 3-8.
Career card game with color illustrations which present eight career-cluster suits. Each suit contains six cards with easily identifiable occupational symbols for matching and categorizing.

Career Card File. Niles, IL: Developmental Learning Materials. 1976. Level: Elementary-Junior High.
Teacher resource file containing 225 cards focusing on nine careers: cosmetology, postal service, food service, law enforcement, telephone company services, auto mechanics, plumbing, carpentry, and truck driving. File offers classroom ideas for developing skills in reading, spelling, geography and mathematics.

Career Crosswords. Niles, IL: Developmental Learning Materials. 1976. Level: 9-12, Adult.
A set of 12 spirit masters consisting of four crosswords on driving and maintaining an auto, activities at an airport, ecology and environment, seven definition sheets, and one answer sheet.

Career Education Mini-Course: Looking at Self, Preparing for the World of Work, Exploring the World of Work. Illinois Office of Education, Illinois Network of Exemplary Occupational Education Programs for Handicapped and Disadvantaged Students. Springfield, IL: Illinois Office of Education.

Career Environmental Cards. Niles, IL: Developmental Learning Materials. 1976. (no language) Level: K-Primary.
Set of 30 colorful cards, illustrating 15 occupations and their corresponding environments. Designed for matching and stimulating language discussions.

I. CAREER AWARENESS RESOURCES (continued)

Career Flip Book. Niles, IL: Developmental Learning Materials. 1976. (only names) Level: 4-Adult.
This book contains sectioned pages presenting the names of various occupations, persons on the job, and the tools or implements associated with each occupation. Answer sheet and instructions included.

Career Identity Cards. Niles, IL: Developmental Learning Materials. 1975. (no language) Level: K-Primary.
Cards with color illustrations representing various occupations and objects associated with them for students to match up.

Careers for Bilinguals, Vol 1. Zelda Oppenheimer. Chicago, IL: Relarina Publications. 1975. Level: 6-Adult.
Flexible text which integrates an English-skills component with a career orientation program for bilinguals.

Careers in Foreign Languages. A Handbook. June L. Sherif. New York, NY: Regents Publishing Co., Inc. 1975. Level: 9-Adult.
Handbook contains comprehensive information relative to vocational opportunitites for bilinguals. Each position includes education and training needed, rate of pay, location of position, work conditions, and economic demand for the occupation.

Cluster Guide/Resource Guide to Enhance Cooperative Vocational Education/Special Education Teaching. Mt. Pleasant, MI: Central Michigan University. 1973.

1) Employment Task Modules

Competency-Based Job Description Fact Sheet. Redwood City, CA: Adult Continuing Education Project. N.D.

1) Clerk General Office
2) File Clerk
3) Typist I
4) Data Entry Typist

A Curriculum Guide for Pre-Employment Skills. Springfield, IL: Illinois State Board of Education. N.D.

I. CAREER AWARENESS RESOURCES (continued)

Don't Get Fired. Durlynn Anema. Hayward, CA: Janus Book Publishers. 1978.
This book is designed to help students become aware of their performance in various tasks of a job. Included are a series of 13 situational confrontations and resolutions. Teacher manual is accompanied.

"English for Careers" Series. New York, NY: Regents Publishing Co. 1976, 1977.

1) Accounting in English. Sandra Costinett.
2) Air Travel in English: Ground Services. Eugene J. Hall.
3) Air Travel in English: In-Flight Services. Carol Akiyama.
4) Atomic Energy in English. Eugene J. Hall.
5) Civil Engineering in English. Eugene J. Hall.
6) Electrical and Electronic Engineering in English. Eugene J. Hall.
7) Hospital Services in English. Gretchen Bloom.
8) Hotels in English. Eugene J. Hall.
9) Mechanical Engineering in English. Eugene J. Hall.
10) Mining and Metallurgy in English. Eugene J. Hall.
11) Petroleum Industry in English. Eugene J. Hall.
12) Restaurants and Catering in English. Eugene J. Hall.
13) Tourism in English. Eugene J. Hall.

Entering The World of Work. Grady Kimbrell and Ben S. Vineyard, Ed. Bloomington, IL: McKnight Publishing Company. 1978.
Texr designed to develop necessary attitudes and skills in finding and keeping a job. Student Activities and Answer Key booklets are included.

Exploring Careers. Chicago, IL: SVE-Society for Visual Education, Inc. 1977.
Each set in this series has color filmstrips and cassettes designed for career counseling sessions with individual students or small groups.

I. CAREER AWARENESS RESOURCES (continued)

Exploring Careers. (continued)

1) Group 1 — The Airline Cabin Attendant
The Broadcast Technician
The Long Haul Truck Driver
The Newspaper Reporter
The Telephone Installer

2) Group 2 — The Dental Assistant
The Licensed Practical Nurse
The Medical Laboratory Technician

3) Group 3 — The Marine Electronic and Mechanical Technician
The Marine Laboratory Technician

4) Group 4 — The Caseworker Aide
The Cook
The Food Processing Laboratory Technician
The Interior Designer
The Patternmaker, Garment Industry

5) Group 5 — The Line-Assembly Worker
The Steel Worker

6) Group 7 — The Assistant Manager
The Assistant Purchasing Agent
The Computer Console Operator
The Insurance Agent
The Postal Worker
The Secretary
The Shipping and Receiving Clerk

7) Group 9 — The Cosmetologist
The Professional Musician

Geronimo Jones. New York, NY: Learning Corporation of America. N.D. Color film, 21 min. Level: 4-8.
Geronimo is an Indian caught between two worlds—that of his grandfather and his astronomer cousin at a modern observatory. The film presents the painful experience of cultural conflict.

Getting the Job You Want. Detroit, MI: Detroit Career Services. 1977.

Janus Job Interview Guide. Text and teacher's manual. Arnold Livingstone. Hayward, CA: Janus Book Publishers. 1977.
This book is designed for special-needs students to prepare for the job interview process.

I. CAREER AWARENESS RESOURCES (continued)

Janus Job Interview Kit. Wing Jew and Jerry J. Puff. Hayward, CA: Janus Book Publishers. 1976.
This book is designed to prepare young people to present themselves effectively to prospective employers in job interviews. Included are 30 simulated job interviews.

Janus Job Planner. Wing Jew and Robert Tong. Hayward, CA: Janus Book Publishers. 1976.
This book is primarily for young high school graduates to assess their needs, interests, experience, and goals. Inventories in these areas are included.

Job Application Skill Test. Huntington, NY: Special Service Supply. 1968.
This book contains many samples of job application forms from major sections of the U.S.

Job-Link, A Career Development Manual for Counselors. Susan Correll and Jim Henry. Springfield, IL: Governor's Office of Manpower and Human Development. 1978.
This manual was developed to produce an easy-to-use set of activities that can be used by CETA counselors to guide young people in securing employment.

Job Placement Primer. Harold E. Negley. Indianapolis, IN: Indiana State Department of Public Instruction. 1975.
This publication was developed to assist local schools in implementing a design of placement program.

Job Puzzles. Niles, IL: Developmental Learning Materials. 1973. (no language) Level: Pre-school—2.
Puzzles depicting lifelike portrayal of people on the job.

Miguel Up from Puerto Rico. New York, NY: Learning Corporation of America. N.D. Color film, 15 min. Level: 4-8.
A young boy with a problem learns that new solutions are needed in his new environment and culture. His bilingual ability proves an advantage with career options.

My Job Application File. (Second Edition). Charles Kahn, Robert Tong, and Wing Jew. Hayward, CA: Janus Book Publishers. N.D.
This book provides the student with practical experience in understanding and completing a variety of applications for employment. Then the book becomes a permanent reference file for further use in making applications for employment.

I. CAREER AWARENESS RESOURCES (continued)

Occupational Education Fact Finding Series. Parts 1 and 2, and Part 3. Huntington, NY: Special Service Supply. 1969.

Occupational Knowledge (LABEL) Series. Providence, RI: P.A.R., Inc. 1978.

Occupations 1 & 2. Blakely and Schroeder. Syracuse, NY: New Readers Press. 1975.
These occupational bibliographies include 106 stories about real people working in their various occupations. It contains information such as job description, the duties of the job, the working conditions, and the benefits.

Occupations Match-Ups. Niles, IL: Developmental Learning Materials. 1975. Level: Elementary.
A lotto game consisting of color cards with pictures of 12 specific occupations and related objects associated with each occupation.

Occupational Survival Skills. Urbana, IL: University of Illinois, Division of Business Education, Department of Vocational and Technical Education. 1978.
This is a resource book for instructors who are preparing young people for entry level skills or who are helping people in the work force improve their present work skills.

Real People at Work. Cleveland, OH: Educational Research Council of America (ERCA). 1974.
This series is a Career Education design created and developed by the ERCA Career Development Department. It contains 28 booklets dealing with the following vocational areas:

1) Carpenter
2) Mechanic-Attendant
3) Executive Housekeeper
4) Supermarket Cashier
5) Metal Molder
6) Sheetmetal Worker
7) Dressmaker
8) Plumber

I. CAREER AWARENESS RESOURCES (continued)

Real People at Work. (continued)

9) Medical Technologist

10) Auto Body Repairman

11) Welder

12) Chemical Technician

13) Office Worker

14) Machinist

15) Building Maintenance Worker

16) Computer Operator

17) Industrial Nurse

18) Electrician

19) Lumber Worker

20) Truck mechanic

21) Cabinetmaker

22) Nursery Worker

23) Tool and Die Apprentice

24) Steelworker

25) Baker

26) Electronic Repairer

27) Carpet Maker

28) Child-Care Attendants

The Right Job: Finding, Getting, Keeping, Advancing. Gerald A. Webb. Normal, IL: Illinois State University, Dissemination Center, Handicapped and Disadvantaged Project. 1978.
This book is designed to clarify placement processes in order to help the job hunter judge which is myth, fact or fancy.

I. CAREER AWARENESS RESOURCES (continued)

So Many Jobs to Think About. Lakaland, FL: Learning Resources Co. 1974.

1) News Reporter

2) Park Ranger

Two Factories: Japanese and American. New York, NY: Learning Corporation of America. 1975. Color film, 30 min.
The film shows American and Japanese factories and the cultural differences in factory management and personal life-styles in these two countries.

Using the Want Ads. Carol Tandy and Wing Jew. Hayward, CA: Janus Book Publishers. 1977.
This book is designed primarily to learn how to read and write your own want ads. The teacher manual is included.

Vocational English. Kenosha, WI: Gateway Technical Institute. 1976. Level: 1-3.
This series of lessons in various vocational areas developed for use in English as a second language class. Within each unit is a structural English lesson ranging in level from verb usage, contractions, etc., to the use of adverbs and adjectives in Level 3.

Working Together Careers. Niles, IL: Developmental Learning Materials. 1977. Level: 4-8.
Set of occupational cluster cards with color illustrations, includes 12 master cards and 48 occupation cards with a printed description of an occupation on one side and people on the job on the reverse side of the cards.

Written Language Cards - Affective. Niles, IL: Developmental Learning Materials. 1976. Level: High School—Adult.
Eight colorful cards featuring people in a variety of situations at work and school. Coated surfaces on cards allow students to write in spaces provided for related dialogue.

Written Language Cards - Careers. Niles, IL: Developmental Learning Materials. 1975. Level: Elementary—Adult.
A set of eight colorful career posters depicting various work situations. Coated cards allow students to write in spaces provided for related dialogue.

Written Language Cards - General. Niles, IL: Developmental Learning Materials. 1974. Level: Elementary—Adult.
This set of eight coated cards with color illustrations features people in various situations. Students write in space provided for related dialogue.

I. CAREER AWARENESS RESOURCES (continued)

B. NATIVE LANGUAGE/BILINGUAL MATERIALS

Asian American Study Prints. Asian American Bilingual Center. Los Angeles, CA: National Dissemination and Assessment Center. 1978. (English/Chinese) Level: K-3.
Photo essay prints depicting Asian Americans in 10 different occupations. Teacher's Manual included.

Bilingue/Español-Ingles Sistema informativo de carreras—Bilingual/Spanish-English Career Information System. El Monte, CA: Hoffman Educational Systems. 1977. (Spanish) Level: 7—Adult.
This career information system contains tapes and filmstrips which explain the tasks the job entails—the requirements, salary range and opportunities in the field. (The reference guide includes: Student Interest Inventory and Record Sheet, Jobs Related to Field of Study, Career Cluster Index for Exploring Related Job Opportunities, and Bibliographical Information.)

1) Anunciador de radio (Radio Announcer)

2) Contador (Accountant)

3) Dependiente de tienda (Sales Clerk)

4) Especialista en transmisiones automáticas (Auto Transmission Specialists)

5) Guardaparques (Park Ranger)

6) Instalador - reparador de lineas telefónicas (Telephone Line Installer-Repairer)

7) Mecánico de automóvil (Auto Mechanic)

8) Mecánico de motor de avión (Aircraft Engine Mechanic)

9) Oficinista de correos (Postal Clerk)

10) Operador de máquina perforada (Key Punch Operator)

11) Programador de computadoras (Data Processing Programmer)

12) Técnico de equipo para el procesamiento de datos (Data Processing Equipment Technician)

13) Tenedor de libros (Bookkeeper)

14) Vendedor de repuestos para automóviles (Auto Parts Counter Worker)

15) Career Counselors' Reference Guide

Bob & Caren & Ted & Janice. North Hollywood, CA: Paramount Communications. N.D. Color film, 25 min. (Spanish) Level: High School, or parents of teenagers.
In this film, four high-school students face making a career decision. Counseling and vocational training are offered as solutions.

Buscando un empleo. (Looking for A Job) James P. Lenox, author, and Adin Mintz, translator and bilingual editor. New Brunswick, NJ: New Jersey Vocational-Technical Curriculum Laboratory. January, 1979. (Spanish) High School—Adult.
This workbook introduces the reader to various aspects of job seeking—the interview, application forms, and resume writing. Spanish vocabulary exercises provided.

Careers for Bilinguals/Carreras para bilingües. New York, NY: Regents Publishing Co., Inc. 1976. (English/Spanish)
Multimedia kits which present a variety of jobs available within each career cluster—their educational requirements, responsibilities, and opportunities available for bilingual persons in these careers.

1) Communications/Comunicaciones
2) Marketing and Distribution/Compra y distribución
3) Public Service/Servico público
4) Transportation/Transporte
5) Business and Finance/Comercio y las finanzas
6) Health Services/Servicios de asistencia médica

Chicanos y chicanas prominentes/Prominent Chicanos. Dr. Theodora E.B. Wood. Menlo Park, CA: Educational Consortium of America. N.D. (English/Spanish)
24 black and white portraits with bigraphical sketches in English and Spanish—a selection of persons who have been successful in various fields or careers. The prints are made of heavy paper stock (11 X 11).

Cinco problemas de la communicación. (Five Communication Problems) Chicago, IL: International Film Bureau, Inc. 1976. Color film, 4 1/2 min. (Spanish)
The importance of communication is explored in this cartoon-like feature. No dialogue is used.

Como tener éxito en el negocio de encontrar trabajo. (How To Be Successful in the Business of Finding Work) F. Taylor. New York, NY: The Bilingual Publication Co. N.D.
This is a handbook for the job seeker, whether he/she is looking for a first job or a change of career.

I. CAREER AWARENESS RESOURCES (continued)

Educación en carreras/Career Education: Automotriz/Automotive. Fred W. Bond, Elton R. Lash, and Rax Raynolds Jr. Galien, MI: Allied Education Council. 1977. (Spanish/English)

La gente y las varias ocupaciones/Many People Many Careers. Thomas Synder. Saint Paul, MI: E.M.C. Corporation. 1976. (Spanish)
Level: Elementary.
Four color filmstrips and cassettes depicting numberous vocational, technical, and professional occupations. Information on related occupations and responsibilities are described. Teacher's guide included.

Habilidades vocacionales para el porvenir/Vocational Skills for Tomorrow. Chicago, IL: Coronet, Bilingual Education Services, Inc. 1975. (Spanish/English)
Set of six color filmstrips and Spanish/English cassettes introduces various occupations for students to explore.

1) Un nuevo mundo de empleos/New World of Jobs
2) Las vocaciones de negocio y clericales/Business and Clerical Vocations
3) El arte comercial y gráfico/Commercial and Graphic Arts
4) Las profesiones de comunicación e información/Communication and Information Trades
5) Las profesiones de construcción e industria/Construction and Manufacturing Trades
6) Las profesiones médicas y de salubridad/Health and Medical Vocations

Interviewing Conduct. Yu, Liu, and Tung. San Diego, CA: Vietnamese Refugee Resource Project. 1979.

Job Finding Kit: Vietnamese. Arnold Hirsekorn. Washington, DC: Coordinating Council for Occupational Education. N.D. (Vietnamese)
This book is designed to assist people in getting their own jobs. The helpful guidelines are provided in the areas of preparing a resume, writing the covering letter, writing a letter of application, and conducting a job interview.

Job-O-Specimen Tests. Arthur Cutler, Francis Ferry, Robert Kauk, and Robert Robinett. Belmont, CA: CFKR Career Materials, Inc. 1978. (Spanish) Level: High School— Adult
These tests are self-directed vocational interest inventories, and are reusable.

Job Orientation Unit. Kenosha, WI: Gateway Technical Institute. 1978. (Spanish and English versions)
This unit is designed to assist persons looking for jobs in the areas of getting job and job training information, finding job openings, application and interviewing procedures, interpersonal relations, and changing jobs.

Jobs and Making A Living Series. Educational Projections. N.D. (Spanish)
Set of three filmstrips shows mothers and fathers in various occupations and how they make a living.

1) ¿En donde trabajan los papás?

2) ¿En donde trabaja mamá?

3) Como la gente se gana la vida

Leamos sobre veinte ocupaciones/Twenty Trades to Read About. New Brunswick, NJ: New Jersey Vocational-Technical Curriculum Laboratory. 1978. (Spanish/English)
This workbook consists of 20 units exploring vocational careers. Stories and exercises introduce students to the working environment, and duties and responsibilities for the jobs.

El mundo del trabajo/Careers Development for Primary Grades. Gerald Madigan, Thomas Synder, and Joan Thomas. Saint Paul, MJ: E.M.C. Corporation. 1976.
Color filmstrips and cassettes describe various careers and skills needed for the various occupations within a school, a factory, an airline company, and many others.

Nuevas prácticas de orientación vocacional. Ismael Vidales Delgado. Mexico, D.F.: Editorial Trillas. 1976. (Spanish) Level: 9-Adult.
This text is designed to help students adapt to the school environment by providing techniques for academic success, helping him/her to understand himself/herself and to develop socially, as well as introducing the student to occupations and skills that are needed for them.

I. CAREER AWARENESS RESOURCES (continued)

Occupational Learning Series. El Monte, CA: Hoffman Educational Systems. 1977. (Spanish/English)
Ten filmstrips and cassettes which are designed to train persons in various job skills.

1) Cortadores de carne/Meat Cutters

2) Tapicero de muebles/Furniture Upholsterer

3) Carpintero/Carpenter

4) Instalador-reparador de líneas telefónicas/Telephone Line Installer-Repairer

5) Tecnico de electrónica/Electronics Technician

6) Mecánico de aire acondicionado y de refrigeración/Air Conditioning and Refrigeration Mechanic

7) Bomberos/Firefighter

8) Asistente de dentista/Dental Assistant

9) Tecnólogo médico/Medical Technologist

10) Reparador de aparatos eléctricos/Electrical Applicance Repairer

Office Education Series. Chicago, IL: International Film Bureau, Inc. 1977, 1978. (Spanish) Level: 7-Adult.

1) La asistente administrativa (The Administrative Assistant)

2) El trabajo de oficina como carrera (The Clerical Worker as A Career)

3) El secretariado como carrera (Secretarial Work as A Career)

4) Objectivos vocacionales (Vocational Objectives)

5) ¿Asi que tú quieres ser una secretaria? (So You Want to be A Secretary?)

Los Oficios. Barcelona: Ediciones la Galera. 1970. (Distributed in U.S. by European Book Co.) (Spanish)

Parenando objectos, personas y edificios. (Building Match-Ups) Niles, IL: Developmental Learning Materials. 1974. (Spanish)
Level: 2-6.
A set of eight master cards showing different places of employment, and 48 matching smaller cards depicting objects and people associated with the buildings.

A Portfolio of Outstanding Contemporary American Indians.
Dr. Theodore E.B. Wood. Menlo Park, CA: Educational Consortium of America. N.D. (English/Spanish)
24 black and white portraits with biographical sketches in English and Spanish of persons who have been successful in various fields or careers.

Proyecto bilingüe/Project Bilingual Los Angeles, CA: Sutherland Learning Associates. 1977. Color films. Level: K-3.

1) Other People at School. Unit 4.
The children learn that the principal, the office and custodial staff and the cafeteria personnel have important jobs that keep the school running.

2) How Do We Look? Unit 9.
The children discover that while everybody has the same basic parts, no two people are exactly alike, but each is valuable.

3) Anything You Want to Be. Unite 23.
Tio Pepe, the old vegetable vendor, shows the children that they can aspire to any grown-up career they like.

Revolución en relevancia. (Revolution in Relevance Hollywood, CA: Paramount Communications. N.D. Color film, 20 min. (Spanish)
Level: 9-Audlt.
Changes in education and the labor market set the tone for introducing the benefits of vocational education in today's society. Three case studies show how vocational education can serve to explore careers, finance further studies, and build on other skills.

Siu Mei Wong: Who Shall I Be? New York, NY: Learning Corporation of America. Color film, 18 min. (Chinese with English subtitles)
Level: 4-8.
Cultural identity and adjustment are explored through a dramatic look at the problems of one Chinese-American family and their eleven-year-old girl.

Los Trabajadores/Workers Series. Chicago, IL: Coronet, Bilingual Education Services, Inc. 1972. (English/Spanish)
Set of eight filmstrips and cassettes which uses childhood experiences to explore the adult's world of work.

1) Workers and Their Work/Los trabajadores y su trabajo
2) Workers Who Move Things/Los trabajadores del transporte
3) Workers Who Make Things/Los trabajadores que hacen cosas
4) Workers Who Sell/Los trabajadores que venden
5) Workers Who Fix Things/Los trabajadores que arreglan cosas
6) Workers Who Provide Food/Los trabajadores que proporcionan alimentos
7) Workers Who Provide Services/Los trabajadores que nos prestan servicios
8) Workers in Professions/Los trabajadores profesionales

Social Security...Where it's at. Prepared by the Social Security Administration of the U.S. Department of Health, Education, and Welfare. Washington, DC: U.S. Office of Education. 1978. (Spanish version)
The filmstrip and cassette give an overview of social security with some detail on its history and financing. Explains how it began and how it expanded to cover disability, survivors, and health insurance. Also, explains factors affecting financing.

Todos queremos un buen empleo/Everyone Wants a Good Job. Prepared by Jeanne López-Valadez for the Bilingual Vocational Education Project. Arlington Heights, IL: Bilingual Vocational Education Project. 1979. (Spanish)
This set of slides and accompanying cassette explain vocational education programs and how they help prepare persons for jobs.

¡Trabajemos con Calle Sésamo! Series. Skokie, IL: National Textbook Co. 1976. (Spanish) Level: 1-4.
This set consists of three separate units, each dealing with careers relating to transportation, construction, or animals. Each unit is designed to be self-contained, and contains a full-color filmstrip, a cassette, a transcript of the stories recorded on the cassette, copies of an illustrated Student Reader and a Student Activity Book, and a Teacher's Manual.

I. CAREER AWARENESS RESOURCES (continued)

¡Trabajemos con Calle Sesamo! Series. (continued)

1) Working in Construction

2) Working with Animals

3) Working in Transportation

The World of Work/El mundo del trabajo. New York, NY: Educational Design, Inc. N.D. (English and Spanish) Level: High School— Adult. Self-instructional taped lessons preparing students to deal with situations that occur in looking for and keeping a job. Student Record Book and Teacher's Manual included.

1) Getting A Job/En el empleo

2) On The Job/Consiguiendo trabajo

¡Yo Soy Así! (Got to be Me) Niles, IL: Developmental Learning Materials. 1976. (Spanish) Level: Primary.
Forty-eight cards with color illustrations provide unfinished sentences for students to complete regarding their feelings for others' likes and dislikes, strengths and weaknesses, and hopes and fears. Teacher's guide included.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES

A. AGRICULTURAL OCCUPATIONS

Cluster Guide/Resource Guide to Enhance Cooperative Vocational Education/Special Education Teaching. Mt. Pleasant, MI: Central Michigan University. 1973.

1) Agriculture/Natural Resources

Tecnología - cursos profesionales. (Technology - Professional Courses) R. Auge. Madrid: Paraninfo. N.D.

1) Mecánica agrícola. Vol. I-III (Agricultural Machines)

B. BUSINESS, MARKETING AND MANAGEMENT OCCUPATIONS

Arizona Bilingual Business Education. Arizona Department of Education. Phoenix, AZ: The State Department of Education Print Shop. 1975.

Basic Business Letters. D. I. Gordon. London: Heineman Educational Books. 1973.

Business Correspondence 30. Rosemary T. Fruehling. New York, NY: McGraw-Hill Publishing Co. 1971.

Business Writing and Procedures. Reynolds Atkinson. New York, NY: American Book Co. 1970.

Catalog for Performance Objectives - Food Management, etc. WI: Vocational and Technical Education Research Center. 1976.

Cluster Guide/Resource Guide to Enhance Cooperative Vocational Education/Special Education Teaching. Mt. Pleasant, MI: Central Michigan University. 1973.

1) Office and Business Occupations.

A Commercial Course for Foreign Students. Vol. 2. London: Longman. 1973.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES

Competency Based Vocational Training Courses. El Monte, CA: Hoffman Educational Systems. N.D. Filmstrips and Cassettes.

Key Punch:

1) Basic Punch Card Layout

Contabilidad Gregg I. M. Herbert Freeman, J. Marshall Hanna, and Gilbert Kahn. Libros McGraw-Hill. 1972. (Distributed in U.S. by The Flame Co.)

Contabilidad práctica del siglo. (Simple Bookkeeping of This Century) Boynton, Carlson, Forkner, and Swanson. Cincinnati, OH: South-Western Publishing Co. 1974.

Contabilidad simplificada. (Bookkeeping Made Simple) Louis W. Fields. Mexico, DF: Compañia general de Ediciones, S.A. 1969. (Distributed in the U.S. by Heffernan School Supply Co., Inc.)

Correspondencia comercial. (Commerical Correspondence) Dr. Joaquin Anorga Larralde. Mexico, DF. (Distributed in the U.S. by Lectorum Publications, Inc.) N.D.

Correspondencia comercial: Fondo y forma. (Commerical Correspondence: Principles and Forms) Luis González del Valle and Antolín González del Valle. Cincinnati, OH: South-Western Publishing Co. 1975.

Correspondencia mercantil y oficial. (Commercial Correspondence) José F. Cacho and Celia Balcárcel. Mexico, DF: Ediciones ECA. 1948. (Distributed in U.S. by Heffernan School Supply Co., Inc.)

Créditos y cobros. (Credits and Debits) Dr. Ramon Zapico. New York, NY: Minerva Books Ltd. 1967.

Curriculum Guide: Typing for Limited English Speakers. Prepared by Joanne Kalnitz for the Bilingual Vocational Education Project. Arlington Heights, IL: Bilingual Vocational Education Project. June, 1979.

Curso de máquinas de oficina. (Office Machine Operations Course) Nicholas J. Cornelia, William R. Pasewark, Peter L. Agnew, and Hazel E. Meyer. Cincinnati, OH: South-Western Publishing Co. 1977.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

Curso de radacción. (Business Course) Gonzalo Martin Vivoldi. Madrid: Paraninfo. 1977.

Elementos de proceso de datos. (Basic Data Processing) Richard W. Lott. Madrid: Paraninfo. 1972.

English and American Business Letters. C. E. Eckersley and W. Kaufmann. London: Longman. 1974.

English at Your Fingertips. Rosalia Bernstein, Charles W. Gay, Robert B. Kaplan, and Ron D. Schoesler. Portland, OR: English Language Services. 1975.

English Commercial Practice and Correspondence. C. E. Eckersley and W. Kaufmann. London: Longman. 1973.

Formación Profesional - Rama Administrativa. (Administration) Madrid: Paraninfo.

1) Tecnología administrativa. J. M. Ramirez and J. M. Bardavio. 1976.

Guía informativa para comerciantes. (Informative Guide for Businessmen) New York, NY: American Institute of Certified Public Accountants, Inc. 1975.

Introduction and Basic Punch Cards. El Monte, CA: Hoffman Educational Systems. 1973.

The Language of Commercial Correspondence: For Students of ESL. New York, NY: McGraw-Hill Publishing Co. N.D.

The Language of English Business Letters. A. B. Kench. London: Macmillan Educational Limited. 1977. (Distributed in the U.S. by Heffernan School Supply Co., Inc.)

Learning to Type in English as a Second Language. Alice C. Park and Robert O. Joy. Washington, DC: University Press of America. 1976.

Manual de correspondencia comercial/Business Letter Handbook. Barbara Steel de Maza. New York, NY: Regents Publishing Co., Inc. 1973.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

Manual de correspondencia española/A Practical Guide to Social and Commercial Correspondence. Mary H. Jackson. Skokie, IL: National Textbook Co. 1978.

Manual de referencia para la oficina. (Reference Manual for the Office) Eva S. de García Díaz. Cincinnati, OH: South-Western Publishing Co. 1977.

Matemáticas para contabilidad y administración de negocios. (Mathematics for Bookkeeping and Business Administration) R. Robert Rosenberg. Manchester, MD: Gregg/McGraw-Hill. 1969.

Matemática vocacional para el comercio. (Vocational Mathematics for Business) Maria Martinka and Cristina Rodríguez. Cincinnati, OH: South-Western Publishing Co. 1975.

Mecanografía. (Typing) José P. Cacho. Mexico, DF: Ediciones ECA. 1950. (Distributed in U. S. by Heffernan School Supply Co., Inc.)

Mecanografía al día. (Up-to-Date Typing) María D. Andújar and José L. Iglesias. New York, NY: Regents Publishing Co., Inc. 1977.

Modern English Business Letters. F. W. King and D. Ann Crea. London: Longman. 1973.

Módulos de contabilidad introductoria. (Introduction to Bookkeeping) Carmen Iris Rodriguez de Roqua. Cincinnati, OH: South-Western Publishing Co. 1979.

Office Core Job Description. Redwood City, CA: Adult Compentency Education Project. N.D.

Prácticas de archivar. (Filing Practice) Bassett, Goodman, and Badillo. Cincinnati, OH: South-Western Publishing Co. 1977.

Principios de comercio con fundamentos matemáticos. (Business Origins with Fundamentals of Mathematics) DeBrum, Haines, Malsbary, and Crabbe. Cincinnati, OH: South-Western Publishing Co. 1975.

Redacte mejor comercialmente. (Better Commercial Editing) P. Mandouma. Madrid: Paraninfo. 1973. (Distributed in U.S. by National Textbook Co.)

Relaciones humanas en los negocios. (Human Relations in Business) Steven A. Eggland, John W. Williams, and Nieves I. Moises. Cincinnati, OH: South-Western Publishing Co. 1979.

Ser un jefe. (Being a Boss) Second Edition. Jean Bertin. Madrid: Paraninfo. 1975.

Sistemas de archivar y control de documentos. (Filing Systems and Control of Documents) Josefina Q. de Gorbea, Eva S. de Garcia-Diaz, and Olga M. de Vela. Cincinnati, OH: South-Western Publishing Co. 1977.

Talking Business. M. O'Reilly, P. E. Moran, and N. Ferguson. London: The Macmillan Press Ltd. 1975.

Taquigrafía. (Shorthand) Celia Balcárcel. México, DF: Ediciones ECA. 1950. (Distributed in U.S. by Heffernan School Supply Co., Inc.)

Técnicas secretariales y procedimientos de oficina. (Business Techniques and Office Procedures) Carmen E. Díaz Zayas and Crucita Benítez de Avila. Cincinnati, OH: South-Western Publishing Co. 1978.

Teneduría de libros y contabilidad. (Accounting and Bookkeeping) Tomos I y II. Dr. E. J. Menendez. New York, NY: Minerva Books Ltd. 1966. (Distributed in U.S. by Lectorum Publishers, Inc.)

Ventas por correspondencia. (Mail-Order Selling) R. Zeegers. Madrid: Paraninfo. 1971.

Vocational English Series. Basic Electricity. Silver Spring, MD: Institute of Modern Languages. 1975.

C. HEALTH OCCUPATIONS

Blue Cross - A Foreign Language Guide to Health Care. Chicago, IL: Blue Cross Association. N.D.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

Cluster Guide/Resource Guide to Enhance Cooperative Vocational Education/Special Education Teaching. Mt. Pleasant, MI: Central Michigan University. 1973.

1) Health Occupations

Competency Based Vocational Training Courses. El Monte, CA: Hoffman Educational Systems. N.D. Filmstrips and Cassettes.

Dental Assisting

1) Sterilization Methods

Health Occupations Education. Madison, WI: Wisconsin Vocational Studies Center, University of Wisconsin. 1973.

Introducción a la enfermería. (Introduction to Nursing) María del Carmen Ledesma Pérez. Mexico: Editorial Limusa. 1979. (Distributed in U.S. by the Bilingual Publications Co.)

Medical Guide/Guía Médica. H. Hirschhorn. New York, NY: Regents Publishing Co. 1968.

D. HOME ECONOMIC OCCUPATIONS

El Arte de la sastrería. (The Art of Tailoring) Arturo Ramos Padrón. Madrid: Paraninfo. 1977.

Basic Parts and Threading of the Sewing Machine. Glendale, CA: Aims Instructional Media Services, Inc. N.D. Color film, 10 min. (Spanish)

Bilingual Consumer - Homemaking Education Program. Arlington Heights, IL: Bilingual Education Service Center. 1976.

Cluster Guide/Resource Guide to Enhance Cooperative Vocational Education/Special Education Teaching. Mt. Pleasant, MI: Central Michigan University. 1973.

1) Clothing and Textile Services

2) Food Preparation and Service

Como comprar los comestibles/How to Buy Food. U.S. Department of Agricultura. Washington, DC: U. S. Government Printing Office. 1971.

1) Como comprar carne para consevar en el refrigerador (How to Buy Meat to Keep in the Refrigerator)

2) Como comprar bistecs (How to Buy Steaks)

3) Como comprar hortalizas frescas (How to Buy Fresh Vegetables)

4) Como comprar habas, guisantes y lentejas en seco (How to Buy Dried Beans, Peas, and Lentils)

5) Como comprar fruta fresca (How to Buy Fresh Fruits)

6) Como comprar la fruta enlatada y congelada (How to Buy Canned and Frozen Fruits)

7) Como comprar cordero (How to Buy Lamb)

8) Como comprar los asados de carne de vaca (How to Buy Beef for Barbecuing)

9) Como comprar productos lacteos (How to Buy Dairy Products)

10) Como comprar hortalizas enlatadas y congeladas (How to Buy Canned and Frozen vegetables)

11) Como comprar el queso (How to Buy Cheese)

Corte y confección para principiantes. (Pattern-Making and Dress-Making for Beginners) Gonzalez. New York, NY: The Bilingual Publications Co. N.D.

Formación Profesional - Rama Hostelería y Turismo. (Professional Development—Branch of Hotels and Tourism) Madrid: Paraninfo.

1) Tecnología de cocina. (Technology of Cooking) Manual Garcés. 1975.

2) Tecnología de regiduría de pisos. (Hostelería Turism). (Technology of Industrial Housekeeping) P. Martí and M. L. de Andrés. 1975.

Formación Profesional - Rama Sanitaria. (Professional Development—Branch of Hygiene) Madrid: Paraninfo.

1) Tecnología sanitaria (higiene) - 2° curso. (Sanitation Technology) A. Muro and A. Aceña. 1977.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

I'm Going to Clean Homes and Businesses. Charmaine Young. Champaign, IL: Continuing Education Publication Company. 1978.

Needle Trades. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. 1978.

Pattern Interpretation. Glendale, CA: Aims Instructional Media Services, Inc. N.D. Color film, 12 min. (Spanish)

Pre-Vocational Food Service Skills/Training Unit. Kenosha, WI: Gateway Technical Institute. 1978. (English and Spanish versions.)

Thirty-Plus Ways to Use Needle Trades. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. 1978.

Vocational Home Economics Education Needle Trades. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Materials Center. 1978.

I. INDUSTRIAL OCCUPATIONS

ABC's of Hand Tools. Detroit, MI: GMC. 1943.

Adult Continuing Education Competency Based - Muffler Installer. Redwood City, CA: Adult Continuing Education Project. 1979.

El Arte de servir en hoteles y restaurantes. (The Art of Hotel and Restaurant Service) Raúl Muñoz Ortiz. New York, NY: The Bilingual Publications Co. N.D.

Auto Body. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. N.D.

Automotriz. (Manual for Repairing Automobiles) William K. Toboldt. Darien, CT: Lineal/Cleworth Books, Inc. 1977. (Spanish)

Auto Mechanics Module. Arlington, VA: Center for Applied Linguistics. N.D.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

Auto Mechnics, Dialogues 1,2,3,4. Sarah R. Krontoft. Grand Rapids, MI: International ESL Center. N.D.

Auto Mechanics. Vol. 1 and 2. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. 1978.

Basic Concepts in Drafting for Spanish-Speaking Students. Prepared by Project Mainstream for the Illinois Office of Education, Department of Adult, Vocational and Technical Education. Chicago, IL: Project Mainstream. June, 1979. (Spanish)

Charlas sobre electrónica. (Electronics) Gustav Buscher. Madrid: Biblioteca Técnica Philips, Paraninfo. 1967.

Civil Engineering. John Scott. London: Longman. 1969.

Cluster Guide/Resource Guide to Enhance Cooperative Vocational Education/Special Education Teaching. Mt. Pleasant, MI: Central Michigan University. 1973.

1) Construction
2) Manufacturing
3) Automotive and Power Service
4) Graphics and Communication Media
5) Distribution

Como construir el mueble moderno. (How to Build Modern Furniture) Fabbro. New York, NY: The Bilingual Publications Co. N.D.

Competency-Based Curriculum Automotive. Fluharty. Fairmont, WA: Marion County Vocational Technical Center. 1977.

Competency-Based Job Description Fact Sheet - Spray Painter. Redwood City, CA: Adult Continuing Education Project. N.D.

Competency-Based Job Description Fact Sheet - Refrigerator Mechanic and Installer. Redwood City, CA: Adult Continuing Education Project. N.D.

Competency-Based Vocational Training Courses. El Monte, CA: Hoffman Educational Systems. N.D. Filmstrips and Cassettes.

Automotive:

1) Auto Body Repair
2) Auto Painting
3) Automotive Engine Repair
4) Automotive Transmission Repair
5) Automotive Tune Up
6) Brakes and Front End Repair

Motorcycle Repair:

1) Engine Reassembly: Yamaha Single
2) Slide Type Carburetor Reassembly

Power Mechanics:

1) Disassembly of the O.M.C. Power Heads
2) Magneto Overhaul

Computadoras electronicas simplificadas. (Electronic Computers Simplified) Henry Jacobowitz. New York, NY: Minerva Books Ltd. 1968. (Distributed in U.S. by Lectorum Publishers, Inc.)

Curso básico de radio. (Basic Course in Radio) John T. Frye. New York, NY: Minerva Books, Ltd. 1965. (Distributed in U.S. by The Bilingual Publications Co.)

Curso básico de TV. (Basic Course in TV) G. Kravitz. New York, NY: Minerva Books, Ltd. 1965. (Distributed in U.S. by The Bilingual Publications Co.)

Curso de reparaciones de transitores y circuitos impresos. (Course for Transistor and Printed Circuit Repair) Leonard C. Lane. Madrid: Paraninfo. 1972.

Del electrón al superheterodino. (Electronics) Alfredo Borqua. Madrid: Biblioteca Técnica Philips, Paraninfo. 1977.

Didodos y transitores. (Diodes and Transistors) G. Fontaine. Madrid: Biblioteca Técnica Philips, Paraninfo. 1975.

Drafting. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. N.D.

Drafting ABC's—Basic Fundamentals. Prepared by Chang-Shik Lee of Project Mainstream for the Illinois Office of Education, Department of Adult, Vocational and Technical Education. Chicago, IL: Project Mainstream. June, 1979. (Korean)

Electricity Occupations Curriculum Guide. Springfield, IL: Illinois Office of Education. 1975.

Electrónica básica - curso programado de circuitos. (Basic Electronics Autotext) RCA Institute, Inc. Madrid: Paraninfo. 1975.

Electrónica básica (Tecnología). (Basic Electronics) L. Gomez de Tejada.. Madrid: Paraninfo. 1977.

Electrónica general programada. (General Programmed Electronics) F. García Berlanga. Madrid: Biblioteca Técnica Philips, Paraninfo. 1975.

Electronics and Communications. G. W. Wells. London: Longman. 1970.

Electronics Occupations Curriculum Guide. Springfield, IL: Illinois Office of Education. 1975.

Elementary Arc Welding Skills. New Brunswick, NJ: Rutgers University Vocational-Technical Curriculum Laboratory. N.D.

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English Studies Series/9 - General Engineering Texts. Adamson. New York, NY: Oxford University Press. 1978.

Entrenamiento en el taller mecánico. (Mechanical Shop Training) S. F. Krar and J. E. St. Amand. Libros McGraw-Hill. 1971. (Distributed in the U.S. by The Flame Co.)

Essentials of Drafting. Glendale, CA: Aims Instructional Media Inc. N.D. (Spanish)

Experimentos de electricidad. (Electrical Experiments) Howard H. Gerrish. Mexico, DF: Editorial Limusa. 1964. (Distributed in the U.S. by The Bilingual Publications Co.)

Exploratory Machine Shop. New Brunswick, NJ: Rutgers University Vocational-Technical Curriculum Laboratory. N.D.

Fontanería elemental. Tomos I y II. (Basic Plumbing) R. Auge. Madrid: Paraninfo. 1969.

Formación Profesional - Rama Automoción. (Professional Development - Branch of Automation) Madrid: Paraninfo.

1) Tecnología de automoción - 1er curso. (Technology of Automation) Francisco Escarpa et al. 1977.

2) Electricidad de automóvil. (Automobile Electricity) J. Manuel Alonso. 1977.

Formación Profesional - Rama Construcción y Obras. (Professional Development - Branch of Construction and Buildings) Madrid: Paraninfo.

1) Tecnología de la construcción - . curso. (Technology of Construction - Book 1) J. Ma. Canal and M. Pintor. 1975.

2) Tecnología y prácticas de la construcción (Hormigones) - 2° curso. (Techology and Practice of Cement Construction - Book 2) J. Ma. Canal and M. Pintor. 1976.

Formación Profesional - Rama Electricidad y Electrónica. (Profesional Development - Branch of Electricity and Electronics) Madrid: Paraninfo.

1) Tecnología de electricidad - 1er curso. (Techology of Electricity - Book 1) J. J. Flores. 1975.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

Formación Profesional - Rama Electricidad y Electrónica. (continued)

2) Tecnología de electricidad - 2° curso. (Technology of Electricity - Book 2) J. J. Flores. 1975.

3) Tecnología electrónica. (Technology of Electronics) J. J. Flores and C. Closa. 1975.

Formación Profesional - Rama Imagen y Sonido. (Professional Development - Branch of Image and Sound) Madrid: Paraninfo.

1) Tecnología imagen y sonido. (Image and Sound Technology) L. Rodríguez Garrido and C. Amusco. 1975.

Formación Profesional - Rama Metal. (Professional Development - Branch of Metals) Madrid: Paraninfo.

1) Tecnología metal. (Metals Technology) F. Aparicio et al. 1975.

Fundamentos de dibujo mecánico. (Fundamentals of Mechanical Drawing) C. H. Jensen and F. H. S. Mason. Libros McGraw-Hill. 1971. (Distributed in U.S. by The Flame Co.)

Fundamentos de electricidad. (Fundamentals of Electricity) Howard H. Gerrish. Mexico, DF: Editorial Limusa. 1976. (Distributed in U.S. by The Bilingual Publications Co.)

General Mechanical. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. N.D.

General Mechanical Curriculum Material. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. 1971.

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II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

"I Know - A Vocabulary Game for" Series. Department of Education. New Brunswick, NJ: Rutgers University Vocational-Technical Curriculum Laboratory. 1976.

1) Carpentry Trade
2) Construction Technology Trade
3) Drafting Trade
4) Electrical Trade
5) Electronics Trades
6) Food Trades
7) Needles Trades
8) Plumbing Trade
9) Printing Trade
10) Upholstery Trade

Interpretación de dibujo mecánico elemental. (Elementary Blueprint Reading) Kenosha, WI: Gateway Technical Institute. 1978.

Introducción a la soldadura eléctrica. (Introduction to Electrical Soldering) José Ma. Rivas Arias. Madrid: Paraninfo. 1972.

Keypunch Handbook for Korean Students. Prepared by Project Mainstream for the Illinois Office of Education, Department of Adult, Vocational and Technical Education. Chicago, IL: Project Mainstream. June, 1979. (Korean)

Keypunch Procedures and Terms for Spanish-Speaking Students. Prepared by Project Mainstream for the Illinois Office of Education, Department of Adult, Vocational and Technical Education. Chicago, IL: Project Mainstream. June, 1979. (Spanish)

Learning Achievement Packages: Procedures in Driving, Car Maintenance, and Tires. René Rendón. Calexico, CA: Calexico Intercultural Design. 1976. (English/Spanish)

Levantador de pesos. (Facts About Backs — for the Industrial Weightlifter) Chicago, IL: International Film Bureau. N.D. Film, 12 min., color. (Spanish)

Machine Shop Operations - 2. New Brunswick, NJ: Rutgers University Vocational-Technical Curriculum Laboratory. N.D.

Machine Tool Operation Training Unit. Kenosha, WI: Gateway Technical Institute. 1978. (English and Spanish versions)

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Manual de auxilios primeros. (First Aid Handbook) New York, NY: The Bilingual Publications Co. N.D.

Manual práctico de albañilería y de hormigón armado. (Practical Guide to Masonry and Reinforced Concrete) J. Lentz. Madrid: Paraninfo. 1968.

Materials for Keypunch Transparencies in Korean. Prepared by Project Mainstream for the Illinois Office of Education, Department of Adult, Vocational and Technical Education. Chicago, IL: Project Mainstream. June, 1979. (Korean/English)

Plomería. (Plumbing) John C. Miller. Mexico, DF: Editorial Diana, S.A. 1974. (Distributed in U.S. by Heffernan School Supply Co., Inc.)

Practica del tapizado. (Upholstering) C. Boves. Barcelona: Ediciones Caac. 1978. (Distributed in U.S. by The Bilingual Publications Co.)

Pre-Vocational Auto Mechanics Skills/Training Unit. Kenosha, WI: Gateway Technical Institute. 1978. (English and Spanish versions)

Reparación de pequeños electrodomésticos. Vol. 1. (Small Appliance Repair Guide) Wayne Lemons and Glen Montgomery. Madrid: Paraninfo. 1972.

Reparación de pequeños electrodomésticos. Vol. 2. (Small Appliance Repair Guide) Leo G. Sands. Madrid: Paraninfo. 1977.

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

Reparación rápida de radios de automoviles. (Rapid Auto Radio Repair) G. Warren Heath. Mexico, DF: Editorial Diana, S.A. 1976. (Distributed in U.S. by The Bilingual Publications Co.)

Reparación de televisión a color. (Repairing Color TV) Bucksbaum. New York, NY: The Bilingual Publications Co.

Resource Guide for Performance-Based Auto Mechanics. Instructor's Manual. College Park, MD: Department of Instructional Education, University of Maryland. 1979.

Resource Guide for Performance-Based Machine Shop. College Park, MD: Department of Instructional Education, University of Maryland. 1977.

Resource Guide for Performance-Based Welding. College Park, MD: Department of Instructional Education, University of Maryland. 1977.

Servicio de televisión. (Television Repair) Alfredo Borque Palacín. Madrid: Biblioteca Técnica Philips, Paraninfo. 1971.

Skills Training Program. Barrington, IL: TPC Training Systems of the Technical Publishing Co. 1975.

1) Lectura básica de planos-copias azules

   Basic Blueprint Reading

2) Dibujos esquemáticos y símbolos

   Schematic Drawings and Symbols

Soldadura. (Welding) James A. Pender. Libros McGraw-Hill. 1971. (Distributed in U.S. by The Flame Co.)

Talent Training Materials. Alexandria, VA: The Allington Corporation. 1977.

1) Tools and Basic Machines

2) Automobile

II. PRE-VOCATIONAL AND VOCATIONAL RESOURCES (continued)

Talent Training Materials. (continued)

3) Talent Training Exercises, Part I

4) Talent Training Exercises, Part II

5) Instructor's Manual for Talent Training Materials

6) Transportation Long Ago

Teaching Guide for Business Machine Repair Occupations. Springfield, IL: Illinois Office of Education. N.D.

Técnica de albanilería. (Masonry Technology) V. Savary and R. Joly. Madrid: Paraninfo. 1971

Técnica del alumbrado. (Basic Technical Principles of Lighting) M. Déribére. Madrid: Paraninfo. 1967.

Tecnología - cursos profesionales. R. Auge. Madrid: Paraninfo.

1) Reparación de automóviles. Vol. I-III (Automobile Repair)

Teoría y práctica de la instalación eléctrica. (Electrical Installation - Theory and Practice) E. L. Donnerly. Madrid: Paraninfo. 1974.

Theory - Machine Shop. New Brunswick, NJ: Rutgers University Vocational-Technical Curriculum Laboratory. N.D.

Los Transitores al alcance de todos. (Fundamentals of Transistors - A Programmed Text) RCA Service Company, Division of Radio Corporation of America. Madrid: Paraninfo. 1974.

Transistores equivalencias. (Transistor Equivalents) De Muiderkring. Madrid: Paraninfo. 1976.

Transistores - manual de autoenseñanza programada. (Transistors - A Programmed Text) ITT Federal Electric Corporation. Madrid: Paraninfo. 1972.

Using Hand Tools. William Ronan. Walpole, MA: Edupac, Inc. 1975.

Vocational English Series. Silver Spring, MD: Institute of Modern Languages.

1) Basic Electricity. 1975.

Vocational Trade and Industrial Education. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. 1974.

Welding. Stillwater, OK: State Department of Vocational and Technical Education Curriculum and Instructional Materials Center. N.D.

III. VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL) AND LANGUAGE RESOURCES

A. VESL—ENGLISH ONLY

American English for International Businessmen. Sandra Costinett. Silver Springs, MD: Institute of Modern Language. 1973.

American Language Course—Specialized Phase. Lackland Air Force Base, TX: Defense Language Institute, English Language Center.

1) Basic Electronics Terminology. Student Texts, Vol. 1, 2, 3; Instructor Texts, Vol. 1 and 2; Tests. 1967.

2) Specialized Medical Orientation Terminology. Student Text and Test. 1969.

3) Terminology of Maintenance and Mechanics. Students Text, Vol. 1 and 2; Tests. 1975.

4) Terminology of Maintenance and Supply. Student Text and Instructor Guide. 1969.

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3) English as a Second Language/Driver Education Unit

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3) The Restaurant

4) Emergency Procedures

5) Finding a Place to Live

6) Public Transportation

7) The Department Store

8) Finding a Job

9) Telephone Coversations

10) Long Distance Calls and Directory Assistance

11) Dinner at an American's House and Entertaining

12) Invitations, Thank-You Notes, and Greeting Cards

13) Reading Maps and Asking Directions

III. VESL-LANGUAGE RESOURCES (continued)

"English for Living" Modules. (continued)

14) Making Appointments

15) The Post Office

16) Getting a Driver's License

17) Buying a Car: How to Select It

18) Reading Labels

19) Buying Health Insurance

20) Paying Bills

21) Social Services

22) Colleges and Universities

23) (not available in library)

24) Doctor's Office

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26) Celebrations (Holidays and Personal)

27) Legal Questions

28) Cultural Events

29) Buying a Car: How to Pay for It

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6) Aviation—Mechanics. David S. Brown.

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8) Banking. Horace H. Rice.

9) British Banking. James Firth.

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11) Business. Sharon Abrams and Hugh G. Wales.

12) Computer Programming. Philip Robinson.

13) Computers. Edward Bumby and Philip Robinson.

14) The Department Store. Sylvia Margolis.

15) Engineering—Civil and Mechanical. Louis de Pian.

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20) The Jet Engine. Jay Stephan.

21) Journalism. Books 1 and 2. Harry Bacas.

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III. VESL-LANGUAGE RESOURCES (continued)

"How to Work or Communicate" Series. (continued)

2) Como trabajar o comunicar en un restaurante o bar/ How to Work or Communicate in a Restaurant or Bar

3) Como trabajar o comunicar en un hotel, motel o posada/ How to Work or Communicate in a Hotel, Motel or Inn

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4) Inglés para hoteles y moteles/Hotels and Motels

5) Inglés para medicos, dentistas, oculistas, optometristas, y enfermeras/Doctors, Dentists, Oculists, Optometrists, and Nurses

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4) Welding

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